

Minutes
Board of Directors of Citizens Nursing Board of Harford County
Monthly Meeting
Thursday, July 26, 2018
9:30 AM

In attendance:

Board Members: Joyce Jordan, Chairperson, Wendell Baxter, Treasurer, Curtis Beulah, John Correr, Gina Shaffer members

Staff: Pete Panos, Administrator, Cassie Evering, Director of Nursing, and Cindy Quimby, Director of Business Operations

Chairperson Jordan called the meeting to order at 9:45 AM. It was determined there was not a quorum in attendance. Approval of minutes from the May 24th, June 21st and June 28th meeting will be tabled until quorum is achieved.

The next regular board meeting is scheduled for Thursday, August 23, 2018 at 9:30 AM.

Report from Cindy Quimby, Director of Business Operations

Census, Volunteers and Visitors

There were a total of 23 admissions, 17 discharges and 3 deaths in the month of June. Volunteer hours for June were 654.

Human Resources Report

For the month of June there was a total of 7 new hires and 9 terminations. The facility wide turnover rate for June 2018 was 3.83% and 1.63% for June 2017.

Financial Report

FY 18 year end reconciliations are underway. The CPA firm of Schiavi, Wallace & Rowe is scheduled to begin the FYE 6/30/18 financial audit the week of September 4th.

Report from Cassie Evering, Director of Nursing

AIT

Cassie passed the NAB (Federal) exams on July 19th and information has been sent to the Maryland Board of Examiners of Nursing Home Administrators.

Nursing Report

Overtime hours for June have increased over May. 37% of overtime is attributed to FMLA and LOA.

Nursing Staffing

A mailing list of all GNAs in the state was ordered from the Maryland Board of Nursing and recruitment postcards will be sent out in groups, starting with the Havre de Grace, Aberdeen and Edgewood zip codes. Also recruitment letters will be sent to GNAs with a Certified Medicine Aide Certificate (CMA). We hope to sponsor 1 or 2 individuals for the upcoming GNA

and CMA courses at the colleges. Cassie & Diana George attended the Harford Community College Career Fair on July 23rd.

Report from Pete Panos, Administrator

Administrator Report

Security Officer, Hugh Griffith suffered an off-site accident on July 21st and is in University of Maryland Shock Trauma. The Conowingo Dam is expected to open more flood gates this weekend, but we are not expecting the river to overflow onto our property; the thinking now is to shelter in place. We have agreements in place with area facilities and transportation companies in the event of an evacuation.

Self-Report – 6/18/18

We are still awaiting a visit from the state surveyor. Facility wide in-servicing on transfers and customer service have been conducted. We would like to hold additional in-servicing on customer service by an outside consultant in September & October. Mr. Baxter suggested we look into adding security cameras in the dayrooms and to set a time when the dayrooms are closed.

State of Maryland vs Malcolm Washington

Cassie has made her statement to the Maryland Board of Nursing. Mr. Washington's GNA Certificate was suspended on 2/9/18.

Attendance Reward

The Guild is sponsoring a Summer Attendance Reward Program. 4 winners each month (July, August and September) will receive \$250 each. At the end of the program, two Grand Prize winners will receive \$1,500 each. Winners from June were Dianna Hannah and Nancy Anetinga (Nursing) and Alex DeJesus (Maintenance) and Anita Meyerhuber (Activities).

Written Concerns

There were 3 written concerns and 6 loss and breakage reports for the month of June. All but one has been resolved (loss of wedding ring).

Employee Surveys

A summary of the Employee Survey was distributed and discussed. Employee morale has slightly improved in light of the 2% pay rate increase and the attendance reward program. The Department Managers will receive a copy of the survey results relating to concerns in their respective departments.

Window Replacement – Harbor View

Bids have been requested to replace 47 windows, stone panels and trim on the North Wing (Harbor View). So far, only one proposal has been received.

Plan of Correction – Staff & Family Concerns – 2/22/2018

Reviewed progress to date.

Discussion of Old/New Business

Mr. Baxter suggested we look into installing solar panels to save on electric expenses.

Adjournment

The meeting adjourned at 11:10 AM.